



Mining and petroleum royalties

OSRconnect user guide

Version 7

September 2015

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Introduction

Mining and petroleum royalties represent payments to the owners of resources for the rights to extract them. As the State owns all petroleum, gas and most minerals, royalties on these commodities are ordinarily paid to the State Government.

Royalty is payable under the *Mineral Resources Act 1989* (for minerals) and the *Petroleum and Gas (Production and Safety) Act 2004* (for petroleum). The royalty payable is determined by the rate of royalty that applies to each commodity.

OSRconnect is the online lodgement facility for mining and petroleum instalments, returns and payments. The system is available 24 hours a day, 7 days a week, and allows users to lodge and manage their royalty returns in an authenticated and secure online environment.

Contact details for the Office of State Revenue:

Post: GPO Box 5806
Brisbane QLD 4001

Phone: 1300 300 734

Website: www.qld.gov.au/osr

Email: royalty@treasury.qld.gov.au

Terms and definitions

Term	Definition
AUSkey	A common authentication solution for business-to-government online services
Cookie	Small piece of data sent from a website and stored in a user's web browser—for example, an authentication cookie tells a web server if a user is logged in or not
Javascript	Programming scripting language used to create enhanced user interfaces and dynamic websites
PRC	Payment reference code—this is the same as the transaction number in <i>OSRconnect</i>
SSL	Secure sockets layer—a protocol for encrypting information sent over the internet
URL	Uniform resource locator—a specific character string that forms a reference to an internet site or resource

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Online security

The security of your royalty information is important to us. *OSRconnect* provides a secure and easy-to-use environment that protects your privacy at all times.

Information is secured using minimum 512-bit encryption provided your browser supports it and is correctly configured. The URL that precedes the *OSRconnect* web address is 'https'. The 's' denotes that the page is encrypted using the SSL encryption protocol before it is transmitted. This ensures that data transferred between your browser and our server cannot be read if intercepted. You can confirm your internet session is encrypted by ensuring the lock icon appears at the foot of the browser.

To use the internet safely you first need to make sure your computer is secure. Protecting your computer saves you time and trouble if something goes wrong, and ensures you get the best online experience.

There are many different types of scams—online, phone, mail and face-to-face. Online scams such as email 'phishing' try to trick the recipient into disclosing user ID and password information. From time to time, we will send you emails or post information updates on our website alerting you to key changes or due dates. However, we will never send you an email requesting you to disclose your login details.

The following sites contain more information about protecting your online security and recognising scams:

- **Stay Smart Online**—an Australian Government initiative
www.staysmartonline.gov.au
- **Scam Watch**—an Australian Competition & Consumer Commissioner Initiative
www.scamwatch.gov.au.

Getting started

OSRconnect roles

There are two types of *OSRconnect* roles for royalties—administrator and user. The descriptions below will assist you in selecting which role is most appropriate for you.

Administrator

Each royalty client must have at least one administrator at all times. The administrator can:

- add, edit or remove royalty administrators and users
- view and lodge returns
- view payments
- view and change client address and bank details.

User

The user is a person who has been nominated by an administrator to access *OSRconnect* to perform one or more of the following activities:

- save a return in draft
- view and lodge returns
- view payments.

Registering for *OSRconnect*

Administrator

An existing administrator can add additional administrators. See 'Add a new administrator or user' and 'Assign or end user authorisations' on pages 12–13. The existing administrator will provide the new administrator or user with a user ID and temporary password.

If you do not have an administrator, you will need to complete a [Form R03.1](#) and email it to royalty@treasury.qld.gov.au to set one up.

User

A new user can be added by an existing administrator. See 'Add a new administrator or user' and 'Assign or end user authorisations' on pages 12–13.

User ID and password

To access *OSRconnect*, you need a **6-digit user ID** and **password**. If you already use a 7-digit user ID to access *OSRconnect* for another revenue stream (e.g. payroll tax), you will be issued with a separate user ID and password for your royalty obligations.

If your user ID has been created by OSR, you will be issued with your user ID and temporary password by email, each sent separately for security reasons. If your user ID has been created by an existing administrator, they will provide you with a temporary password.

You will be prompted to change your temporary password at your first login.

If you are registered to access *OSRconnect* for multiple royalty clients, you will still only have one 6-digit user ID and password. You can access multiple royalty clients from a single login.

You are responsible for maintaining the confidentiality of your user ID and password and are fully responsible for all activities that occur under your user ID. As an *OSRconnect* user, you must:

- immediately notify us of any unauthorised use of a user ID and/or password
- ensure that user IDs and passwords are not disclosed to any unauthorised person.

Automatic timeout periods and password lockout

If you are logged into *OSRconnect* and the system detects no activity, you will be automatically logged out after 30 minutes. This reduces the risk of anyone accessing your details if you leave your computer unattended.

Your account will be locked after three unsuccessful login attempts. See 'Reset your password' (page 15) to generate a new password for your account.

OSRconnect navigation

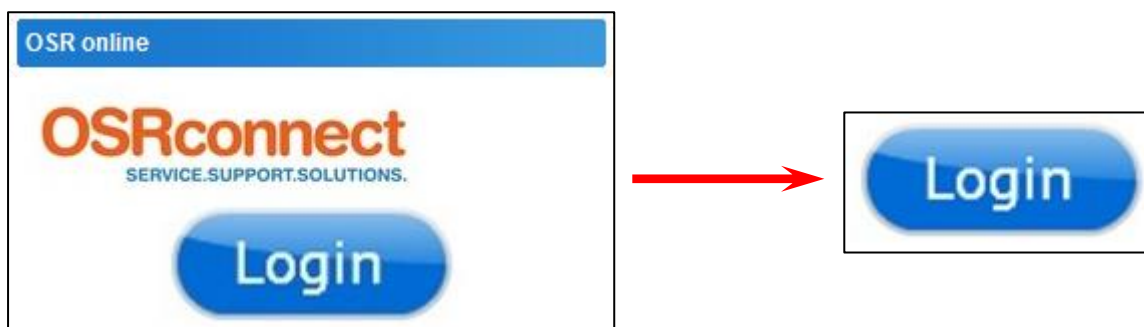
You can log into OSRconnect using either your AUSkey or your user ID and password.

Login with AUSkey

Step 1

From the OSR homepage (www.osr.qld.gov.au):

- click the **OSRconnect Login** link
- select the **Login** link again from the 'Welcome to OSRconnect' page.



Step 2

Select **Click here to login using AUSkey**. You will be taken to the **Australian Government—Authentication Service** website to authenticate yourself.



Step 3

Select your AUSKey from the drop-down list and enter your AUSKey password. Click **Continue** to return to the *OSRconnect* login page.

Step 4

The first time that you log into *OSRconnect* using your AUSKey, you will be asked to link your AUSKey with *OSRconnect*. To do this:

- enter your *OSRconnect* **User ID** and **Password**
- tick the checkbox to **link your AUSkey to your Client ID**
- enter the **CAPTCHA** codes
- click **Login**.

Completing steps 1 to 4 links your AUSKey to *OSRconnect*—after that, each time you log into *OSRconnect*, you will only need to complete steps 1 to 3.

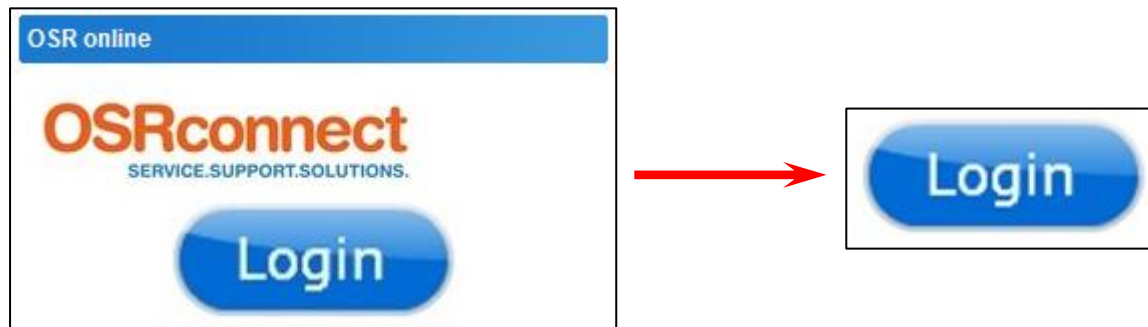
If you have difficulty reading the CAPTCHA codes, you can generate a new challenge by clicking the link below the CAPTCHA box. You can do this as many times as you need.

Login with user ID and password

Step 1

From the OSR homepage (www.osr.qld.gov.au):

- click the **OSRconnect Login** link
- select the **Login** link again from the 'Welcome to OSRconnect' page.



Step 2

Under 'Login below using your User ID':

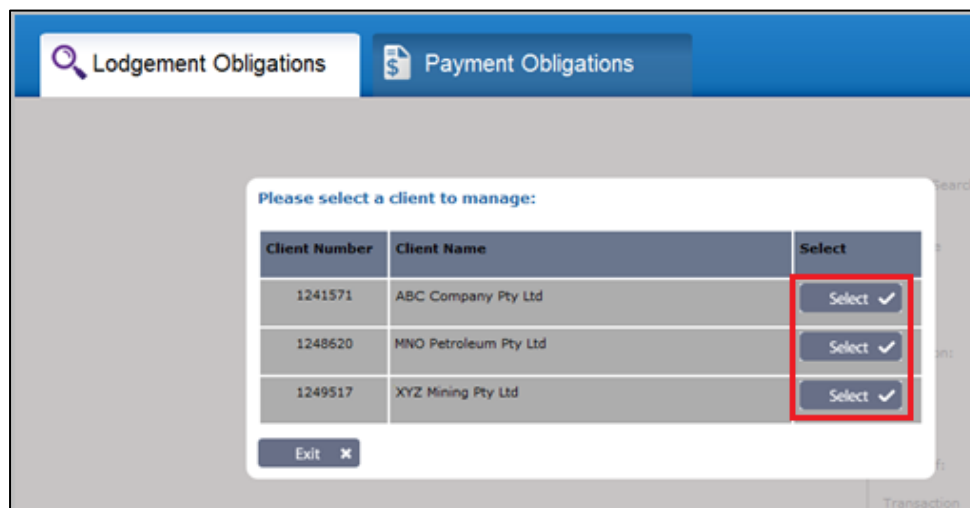
- enter your **User ID** and **Password**
- enter the **CAPTCHA** codes
- click **Login**.

If you have difficulty reading the CAPTCHA codes, you can generate a new challenge by clicking the link below the CAPTCHA box. You can do this as many times as you need.

A screenshot of the login form. At the top, a blue header reads 'Login below using your User ID'. Below this are two input fields: 'User ID *' and 'Password *'. A blue banner below the fields states: 'As an additional security measure please enter the codes shown below.' Below the banner is a CAPTCHA box containing the code 'uAwDs4Y6'. A red arrow points to a circular refresh icon next to the CAPTCHA code. Below the CAPTCHA box is an input field labeled 'Enter the code above'. To the right of this field are two links: 'Get a new challenge' (with a refresh icon) and 'Switch to Audio Captcha' (with a speaker icon). At the bottom of the form is a large blue button labeled 'Login'.

Multiple royalty accounts

If you are registered to use *OSRconnect* on behalf of multiple clients, a list of your clients will appear after you log in. To open a client account, click the relevant **Select** button, and you will be directed to the **Lodgement Obligations** tab for that client.



To change between clients, click the **Change Client** link. This will redisplay your list of clients. Click the relevant **Select** button to select a different client.



Lodgement obligations

After logging into *OSRconnect*, the **Lodgement Obligations** tab displays your royalty transactions that are yet to be lodged. This includes transactions due, not yet due and overdue.

Lodgement Obligations

Payment Obligations

1167193 ABC Company Pty Ltd

	Due Date	Period		Operation	Your Ref.	Transaction No.
	30-11-2012	October 2012		ABC PETROLEUM OPERATION		Create
	30-11-2012	October 2012		ABC MINING OPERATION		Create
	31-12-2012	November 2012		ABC PETROLEUM OPERATION		Create
	31-12-2012	November 2012		ABC MINING OPERATION		Create
	31-01-2013	Oct - Dec 2012		ABC PETROLEUM OPERATION		Create
	31-01-2013	Oct - Dec 2012		ABC MINING OPERATION		Create

The coloured icons indicate the status of each transaction. Green indicates that the transaction is not due; yellow indicates that the transaction is due that day; and red indicates that the transaction is overdue.

		
Not Due	Due Today	Overdue
		
No Due Date	Submitted	Help

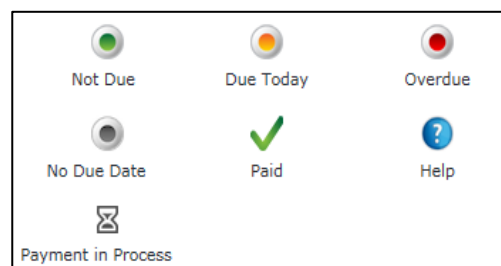
If you search historically using the 'Filter & Search' function, the green tick indicates the transaction has been submitted.

Payment obligations

The **Payment Obligations** tab displays your royalty transactions that have a payment amount due.

The coloured icons indicate the status of each payment. Green indicates that the payment is not yet due, yellow indicates that the payment is due that day and red indicates that the payment is overdue.

If you search for transactions using the 'Filter & Search' function, the green tick indicates that a payment has been received and allocated.



Filter & Search

The **Filter & Search** function is located on the right-hand side of the Lodgement Obligations and Payment Obligations tabs.

You can search by any combination of the following parameters.

Revenue Type	This only applies if you are registered for multiple tax streams.
Period Type	You can filter by monthly or quarterly transactions or payments.
Operation	You can filter transactions or payments by a specific operation.
From–To	You can set a date range for your search.
Your Ref	You can filter by a specific customer reference.
Transaction No	You can filter by a specific transaction number.

Enter your parameters and click the **Filter** button.

When using the From–To filter, on the:

- Lodgement Obligations tab, include the due date of the transaction you are searching for (e.g. for the December 2013 quarterly return, include the date 31 January 2014)
- Payment Obligations tab, include the date the payment was made.

Print a lodged return

If you need to print a return that has been lodged, search for the return using the **Filter & Search** function. Once you find the return that you would like to print:

- click the **Transaction No.**—this will open a locked copy of the return lodged
- go to the **Liabilities** tab
- click the **Summary** button
- select **Print**.

Summary

Operation name: ABC MINING OPERATION

Client name: ABC Company Pty Ltd

Client number: 1167193

Transaction number: 600000021615

Period: 01 July 2015 - 31 July 2015

Last saved date:

Due date: 31 August 2015

Calculation method: Standard

Please note the 'Total payable' is the liability as at the 'Last saved date'. If payment is made after the due date then interest may be payable (in addition to any interest already included in the 'Total payable'). Details of the total liability as at a particular date can be viewed from the 'Payment Obligations' tab in OSRconnect.

Print

Return Details

Commodity type	Amount
Coal - Export	\$23,500,000.00

Instalment payable	\$23,500,000.00
Interest	\$0.00
Total payable	\$23,500,000.00

Payments and Options

Telephone and Internet Banking - BPAY®

Bill Code: 737593
Payment Reference: 600000021615

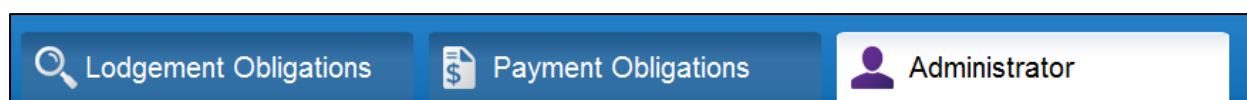
Credit Card

Bill Code: 737593
Payment Reference: 600000021615

Administrator tab

OSRconnect royalty administrators have access to the Administrator tab. There are three sections within this tab:

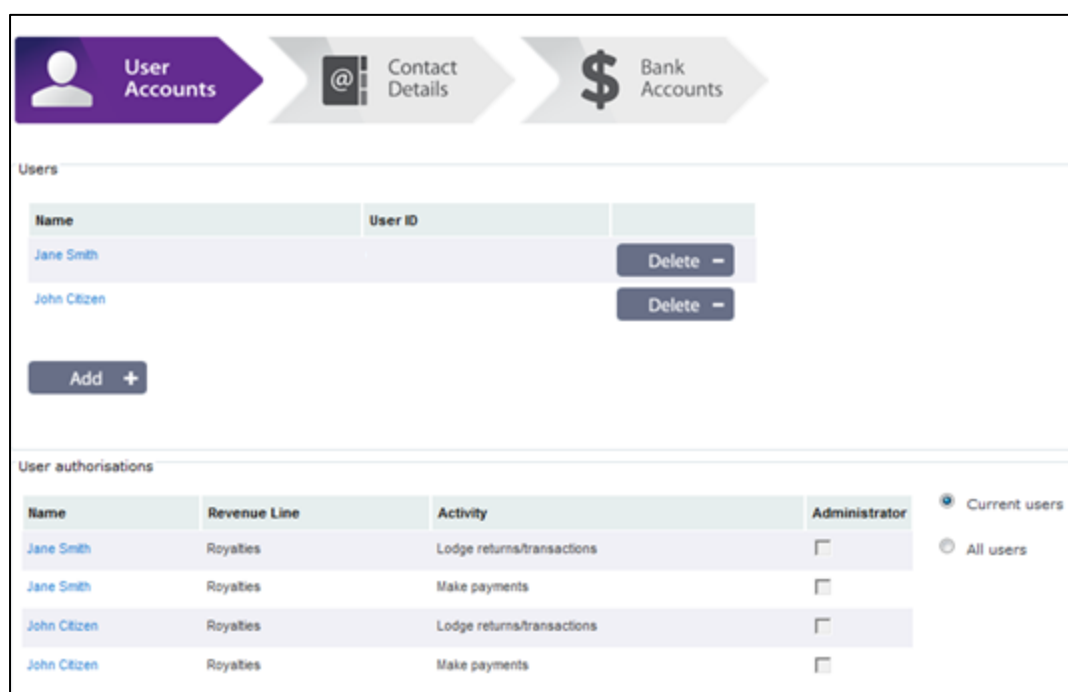
- User Accounts
- Contact Details
- Bank Accounts.



User Accounts

There are two sections of the User Accounts tab:

1. **Users**—displays all of the current administrators (other than yourself) and users with access to *OSRconnect* for the client
2. **User authorisations**—the default list displays a list of current administrators/users and the functions that they are authorised to perform in *OSRconnect* (e.g. lodge returns/transactions). The view can be changed to view all users (previous and current).



Add a new administrator or user

To add a new administrator or user, click the **Add** button under Users.

The screenshot shows the 'Users' section of the system. At the top, there are three tabs: 'User Accounts' (selected), 'Contact Details', and 'Bank Accounts'. Below the tabs is a table with the following data:

Name	User ID	
Jane Smith	604362	Delete -
John Citizen	604361	Delete -

Below the table is an 'Add +' button, which is highlighted with a red box.

You have two options:

1. create a new user (for someone who has never had a 6-digit *OSRconnect* user ID)
2. add an existing user (someone who currently has, or has previously had, a 6-digit *OSRconnect* user ID).

To create a new user, complete the details in the form and select a temporary password for the user. Click **Save**.

Note: Passwords are case sensitive, must contain both letters and numbers (but no special characters), and be 8 to 14 characters long.

The screenshot shows the 'Create New User' form. It has two tabs: 'Create New User' (selected) and 'Add Existing User'. The form fields are as follows:

- First name *: Jane
- Last name *: Smith
- Email address *: jane.smith@abcminingco.com
- Telephone *: 07 3352 8888
- Revenue type *: Royalties
- New password *: [masked]
- Confirm password *: [masked]

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

A message will display indicating that the user ID has been created with no authorisations.

The screenshot shows an information message box with the following text:

User Jane Smith (604363) has been created with no authorisations. Assign the required access by selecting their name in the User Authorisation section below.

To add an existing user, select **Add Existing User**.

To find the existing user:

- enter their **OSRconnect user ID** and the corresponding **email address**
- click **Search**.

When the user's details are displayed, select **Royalties** under 'Revenue Type' and click **Save**. You will receive a confirmation message that your changes have been completed successfully.

Assign or end user authorisations

To assign authorisations, click the user's name under the 'User authorisations' section.

User authorisations					
Name	Revenue Line	Activity	Administrator		
Jane Smith	Royalties	No authorisation	☐	☒ Current users	
John Citizen	Royalties	Lodge returns/transactions	☐	☐ All users	
John Citizen	Royalties	Make payments	☐		

The selected user will appear at the bottom of the page, with a list of their authorised activities. You can select from the following activities:

- **Administrator**—user will have administrator access
- **Lodge returns/transactions**—user will be able to lodge returns and view lodgement history
- **Make payments**—user will only be able to view payment history (direct debit is not available for royalties)
- **Save drafts**—user will be able to prepare a return and save it in draft.

Select the **Activity** that you would like the user to perform. If you would like the user to perform multiple activities (e.g. lodge returns/transaction and make payments), click **Add** to create another activity line.

To **change** a user's authorisations, end the current activity (by entering the end date in the **Valid To** field) and create a new activity line for the new authorisation. By changing the authorisation in this way, you will be able to keep a record of current and previous authorisations through the 'All users' filter.

User authorisations				
Name	Revenue Line	Activity	Administrator	☒ Current users ☐ All users
Jane Smith	Royalties	No authorisation	☐	
John Citizen	Royalties	Lodge returns/transactions	☐	
John Citizen	Royalties	Make payments	☐	

To **end** a user's authorisations, enter the end date in the **Valid To** field. The date entered in this field will be the last day that the user has access to that activity—that is, the user will have access to perform that activity until midnight on the date entered.

Contact Details

The Contact Details tab displays the current address details for the client. There are two types of addresses:

1. **Royalty business address**—the physical location of the client's office
2. **Royalty mailing address**—the preferred mailing address for the client.

To update the contact details, click on the address you would like to change, complete the appropriate details and click **Save** (at the bottom of the page).

User Accounts Contact Details Bank Accounts	
Contacts	
Address	Address Type
100 Test Address, BRISBANE, QLD 4000	Royalty Business Address
100 Test Address, BRISBANE, QLD 4000	Royalty Mailing Address

Bank Accounts

The Bank Accounts tab displays all bank details held on file for the client. These bank account details may be used to pay by direct debit for other revenue streams, e.g. payroll tax.

Direct debit is not available for royalty clients.

The bank details in this tab may be used in certain circumstances to refund a royalty credit by electronic funds transfer (EFT). If you require a refund to be issued by EFT, send this request to royalty@treasury.qld.gov.au.

Reset your password

Your account will be locked after three unsuccessful login attempts. To reset your password go to the *OSRconnect* login screen.

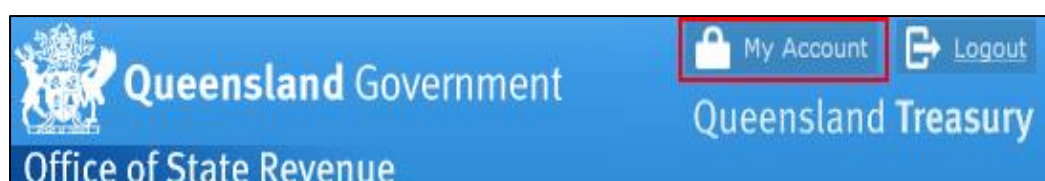
Click the **Forgotten your password?** link at the bottom of the screen.

Follow the prompts to reset your password. You will be asked to enter your **user ID** and the registered **email address** for that user ID. If the information you provide is correct, a new password will be sent immediately to your email account. Double-click on the new password issued in the email and copy and paste it into the password field when you next log in.

You will be prompted to change your password at this login.

My account

You can manage your contact details and password online by clicking on the **My Account** link in the top-right corner of the screen (after you log in).



To change your contact details, update the fields on the left side of the screen (i.e. first name, last name, email address, telephone). Click **Save**. You will receive a confirmation message that your changes have been completed successfully.

To change your password, enter your new password in the **New password** and **Confirm password** fields.

Note: Passwords are case sensitive, must contain both letters and numbers (and no special characters), and be 8 to 14 characters long.

Click **Save**. You will receive a confirmation message that your changes have been completed successfully.

Once all changes have been made (or you no longer wish to make any changes), click **Exit** to return to the Lodgement Obligations tab.

Online help

Online help is available for many *OSRconnect* screens and fields. Click the question mark icon for more information about a screen, field or function.

Logging out of OSRconnect

Close your session using the **Logout** link at the top of the screen.

Lodging a monthly instalment

Step 1—Select the period and operation

From the **Lodgement Obligations** tab:

- locate the monthly instalment you wish to complete by viewing the **Period** and **Operation** columns
- select **Create** to display the monthly instalment tab.

Lodgement Obligations

Payment Obligations

1167193

ABC Company Pty Ltd

	Due Date	Period		Operation	Your Ref.	Transaction No.
	30-11-2012	October 2012		ABC PETROLEUM OPERATION		Create
	30-11-2012	October 2012		ABC MINING OPERATION		Create
	31-12-2012	November 2012		ABC PETROLEUM OPERATION		Create
	31-12-2012	November 2012		ABC MINING OPERATION		Create
	31-01-2013	Oct - Dec 2012		ABC PETROLEUM OPERATION		Create
	31-01-2013	Oct - Dec 2012		ABC MINING OPERATION		Create

Step 2—Identification stage

At the Identification stage, your client and payment period details are prepopulated.

- You may enter **Your Ref** (reference); however, this is optional.
- Select **Save** at any time to save your data. This will generate the transaction number.
- Select **Exit** to return to the Lodgement Obligations tab.
- Click **Next** to continue.

Lodgement Obligations		Payment Obligations		Monthly	
Identification		Return Details		Liabilities	
Declaration		Confirmation			
Client Number	1167193	Transaction Number			
Client Name	ABC Company Pty Ltd	Your Ref (optional)			
Operation	ABC MINING OPERATION				
ABN	25767946002				
ACN	767946002	Period Start	01 October 2012		
Due Date	30 November 2012	Period End	31 October 2012		
Save		Exit		Next	

Step 3—Return Details stage

Standard Calculation Method

The **Calculation Method** defaults to **Standard**.

- The **Commodity Types** will prepopulate from your previous quarterly return.
- The **Amount** is calculated as one-third of the royalty paid for the commodity for the previous quarter.
- Select **Next** to continue lodging using the **Standard** method.

The screenshot shows the 'Return Details' stage of the 'Monthly' lodgment process. The 'Calculation Method' is set to 'Standard'. The 'Commodities' table shows one entry: 'Coal - Export' with an amount of '\$23,500,000.00'. The 'Total Payable' is '\$23,500,000.00'. The 'Next' button is highlighted.

Commodity Type	Amount
Coal - Export	\$23,500,000.00

Total Payable: \$23,500,000.00

Estimates Calculation Method

This method may only be used where the lodger reasonably believes that the amount of royalty payable for the current quarter will be less than the royalty paid for the previous quarter.

- Click the **Estimates** button to change calculation methods.
- The **Total Estimated Quarterly Liability** must be entered for the current quarter. This is your estimate for the whole quarter.
- The **Commodity Types** will prepopulate from your previous quarterly return. If required, you can click the **Add** button to add a Commodity Type. Use the **Delete** button to delete a Commodity Type.
- The figures entered under the **Amount** column should reflect the proportion of the monthly instalment for each Commodity Type. The **Total Payable** cannot be less than one-third of the Total Estimated Quarterly Liability.
- Select **Next** to continue lodging using the **Estimates** method.

The screenshot shows the 'Return Details' stage of the 'Monthly' lodgment process, now using the 'Estimates' calculation method. The 'Estimated Quarterly Liability' is entered as '45000000.00'. The 'Commodities' table shows one entry: 'Coal - Export' with an amount of '23,500,000.00'. The 'Total Payable' is '\$23,500,000.00'. The 'Next' button is highlighted.

Commodity Type	Amount
Coal - Export	23,500,000.00

Total Payable: \$23,500,000.00

Note: A penalty will apply to any monthly payment made using the estimates method where the **actual liability** for the **current quarter** is either:

- more than 115% of the royalty payable for the previous quarter
- or
- less than the royalty payable for the previous quarter, but the total of the first and second monthly payments is less than 50% of the actual liability for the current quarter.

Step 4—Liabilities stage

The amount of royalty payable is calculated with interest (if applicable). At this stage, you can view a summary of your transaction by clicking the **Summary** button (you will need to save the form first).

- Select **Save** to save your return (the transaction number will be displayed).
- Click **Summary** if you wish to view a draft copy of the instalment details.
- Select **Exit** to return to the Lodgement Obligations screen.
- Click **Next** to continue.

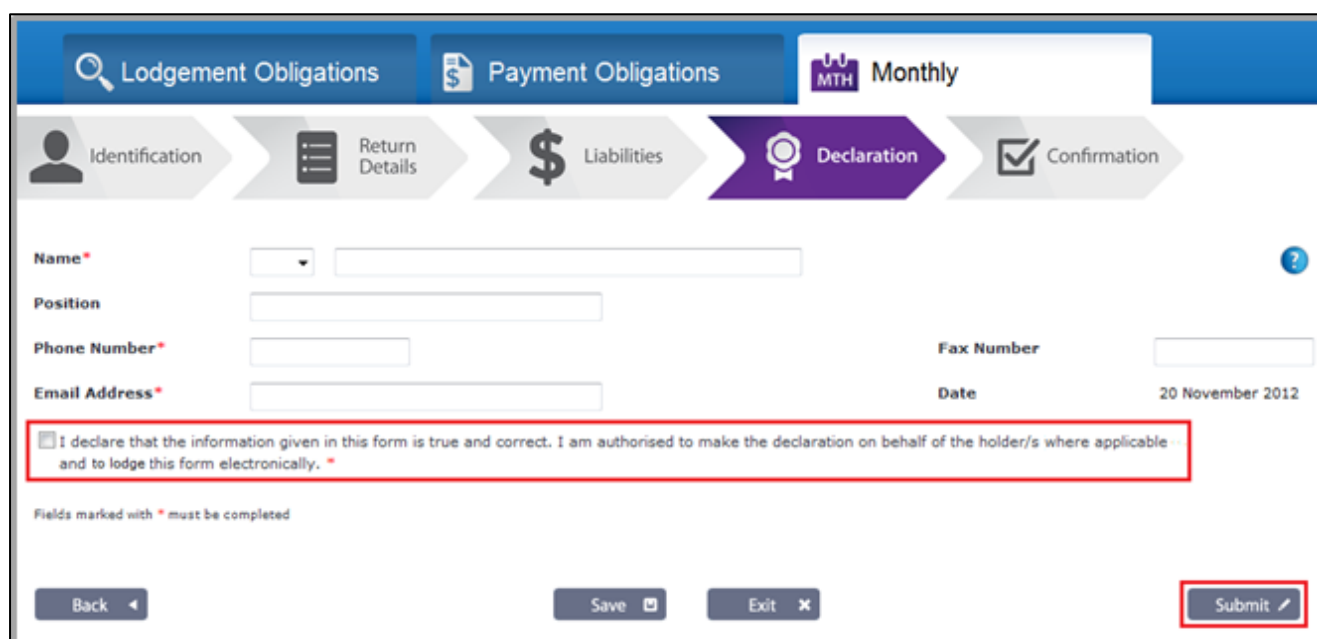
Click **Print** to print out the summary. Click the red **X** button to close the window.

Step 5—Declaration stage

At this stage you need to complete your personal details. The fields marked with an asterisk (*) are mandatory.

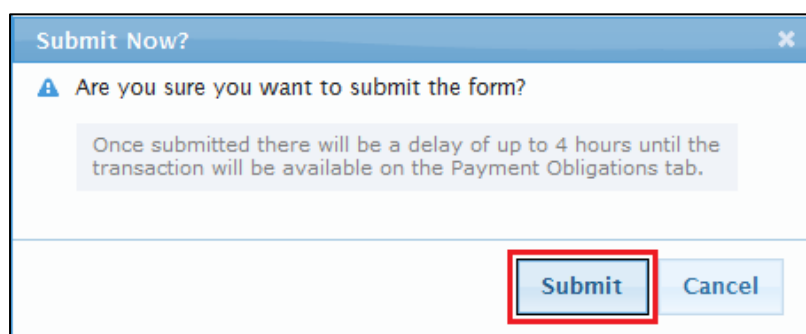
You must declare that the information provided is true and correct, and that you are authorised to complete and lodge the electronic form.

- Select **Save** to save all data entered.
- Select **Submit** to lodge your monthly instalment.



A **Submit Now?** pop-up screen will appear, confirming that you are ready to submit the form.

Select **Submit** to confirm.



Step 6—Confirmation stage

The Confirmation page will display when your monthly instalment has been submitted successfully. The page shows a summary of your monthly instalment and the payment options available.

Select **Print** to print a copy of your confirmation.

Confirmation Queensland Government

Print

Operation name ABC MINING OPERATION
Client name ABC Company Pty Ltd
Client number 1167193
Transaction number 600000021615
Period 01 July 2015 - 31 July 2015
Lodgement date 26 August 2015
Due date 31 August 2015
Interest start date 01 September 2015

Royalty payable \$23,500,000.00
Interest accrued as at lodgement date \$0.00
Less payment received/credit \$0.00
Total payable \$23,500,000.00

Please note the 'Total payable' is the liability as at the lodgement date. If payment is made after the due date then interest may be payable (in addition to any interest already included in the 'Total payable'). Details of the total liability as at a particular date can be viewed from the 'Payment Obligations' tab in OSRconnect.

Payments and Options

Telephone and Internet Banking - BPAY®

Bill Code: 737593
 Payment Reference: 600000021615

Contact your bank or financial institution to make this payment from your cheque, savings or transaction account. More info: www.bpay.com.au.
 @Registered to BPAY Pty Ltd
 ABN 69 079 137 518

Credit Card

Bill Code: 737593
 Payment Reference: 600000021615

To pay by telephone with your card, call 1300 803 545 or to pay online go to www.osr.qld.gov.au.
 Credit card payments must be more than \$10 and less than \$50,000.
 Only Visa or Mastercard accepted.

Electronic Funds Transfer

When paying by EFT you **must** use the payment reference below. The payment reference on each assessment is different. Without the correct payment reference, your payment may not be applied as intended. OSR's bank account details are listed below.

Bank account details
 Payment Reference: 600000021615
 A/c name: Office of State Revenue Collection account
 A/c no: 10000935
 BSB Code: 064-013
 Bank: Commonwealth Bank
 Branch: Queensland Government Banking Centre

Cheque

Make your cheque payable to:
 Commissioner of State Revenue
 Send the confirmation page with your cheque to:
 ROYALTY DIVISION
 OFFICE OF STATE REVENUE
 GPO BOX 5806
 BRISBANE QLD 4001

Exit

Click the **Exit** button at the bottom of the screen to close the confirmation and return to the Lodgement Obligations tab.

Select **Exit** at the **Close the form?** pop-up.

See 'Making a royalty payment' for instructions on paying your monthly instalment (page 32).

Close the form?

Are you sure that you wish to exit?

Exit **Cancel**

Lodging a quarterly return

Step 1—Select the period and operation

From the **Lodgement Obligations** tab:

- locate the quarterly return you wish to complete by viewing the **Period** and **Operation** columns
- select **Create** to display the quarterly return tab.

Due Date	Period	Operation	Your Ref.	Transaction No.
31-01-2013	Oct - Dec 2012	ABC MINERAL MINING OPERATION		Create
31-01-2013	Oct - Dec 2012	ABC PETROLEUM OPERATION		Create

Step 2—Identification stage

At the Identification stage, your client and payment period details are prepopulated.

- You may enter **Your Ref** (reference); however, this is optional.
- Review and complete the **Surrender or Transfer** section, as applicable. If this is the last return for this operation, you must note the **Date of State approval**.
- Review and complete the **Lodgement Advice** section, as applicable.
- Select **Save** at any time to save your data. This will generate the transaction number.
- Select **Exit** to return to the Lodgement Obligations tab.
- Click **Next** to continue.

Identification

Client Number: 1241571
 Client Name: ABC Company Pty Ltd
 Operation: ABC PETROLEUM OPERATION
 ABN: 25767946002
 ACN: 767946002
 Due Date: 31 January 2013

Transaction Number:
 Your Ref (optional):

Surrender or Transfer

☐ Is this the last return for this operation? Date of State approval:

Lodgement Advice

☐ No petroleum was produced, disposed of or stored in underground reservoir during the period in relation to the tenure/s listed below.

Save Exit Next

Step 3—Tenure Details stage

At the Tenure Details stage, your mining/petroleum tenures are listed.

- Review all listed tenures.
 - Click the **Producing** checkbox to note the tenures that produced for this period. If the tenure did not produce for this period, leave the checkbox blank.
 - Click the **Excluded** checkbox if any of the listed tenures should be excluded from the operation. Then select an exclusion **Reason** from the drop-down list.
- If your operation includes tenures that are not listed in this screen, click the **Add** button to insert. If adding a tenure, you must complete all fields including the **Reason** the tenure is being included.
- Use the **Yes** or **No** buttons to state if the return percentage noted is correct for this return. If **No** is selected, you must advise the correct return percentage, and the parties on behalf of whom you are lodging the return.
- Select **Save** at any time to save your data. This will generate the transaction number.
- Select **Exit** to return to the Lodgement Obligations tab.
- Click **Next** to continue.

Tenure ID	Start Date	End Date	Producing	Excluded	Reason
PL7777999	07/01/2012		☒	☐	
PL69987888	01/07/2012	30/11/2012	☒	☐	
PL9999888	01/07/2012		☐	☒	Transferred Holding

Is this return for 100.0% of the operation?*

☐ Yes
 ☐ No

Step 4—Return Details stage

At the Return Details stage, you must select the commodities that apply to your quarterly return.

- Click to select a commodity. Repeat the process as required.
- A schedule must be completed for each commodity selected.
- You can deselect commodities if one is selected in error.
- Once selected, the schedules for each commodity will display in the Selected Schedules section.

Return schedules

The **Schedule** for each commodity consists of several parts. For example, the schedules for many commodities including coal and petroleum consist of:

- Gross Value
- Deductions
- Royalty.

Each section is completed in turn. Select a section by clicking the link as shown, starting with **Gross Value**.

In the Gross Value section, you will need to note (for some commodities only) whether the return is for Export and/or Domestic production. Enter the **Volume** and **Value (\$)** for each commodity selected, in the following sections:

- Transaction
- Disposal subject to royalty
- Petroleum/Mineral not subject to royalty.

Lodgement Obligations
Payment Obligations
QTR Quarterly

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Confirmation

[Selected Schedules](#)

PETROLEUM

Gross Value

Deductions

Royalty

Petroleum - Gross Value

☒ Natural Gas

Transaction

Volume (GJ)

Value (\$)

Opening stock*	50,000.000	N/A
Produced	820,000.000	N/A
Disposal subject to royalty		
Flared or vented - production testing		
Flared or vented - other		
Sold as gas for conversion to LNG		
Sold as gas (other)	850,000.000	\$2,720,000
Sold as LNG		

Proceed to the next section—for example, **Deductions** or **Exemption**. Enter the applicable amounts in whole dollars, and proceed to the Royalty section.

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[Selected Schedules](#)

PETROLEUM

Gross Value

Deductions

Royalty

Petroleum - Deductions

Transaction	Value (\$)
Pipeline tariffs	\$250,000
Processing plant tolls	\$20,000
Depreciation - Petroleum facility or pipeline	
Based on life of 10 years	\$200,000
Based on life less than 10 years	
Operating costs	
Personnel wages and salaries	\$300,000
Catering, accommodation and travel	\$50,000
Transportation - repairs and maintenance - roads	\$5,000

The action you need to take in the Royalty section depends on what commodities have been selected. For example, if completing a return for petroleum, no data needs to be entered in this section; if completing a return for coal you will need to enter:

- Revenue billed (in whole dollars)
- Invoiced tonnes (net of penalties).

Lodgement Obligations
Payment Obligations
QTR Quarterly

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Selected Schedules

COAL
Gross Value
Deductions
Royalty

Coal - Royalty

Revenue billed	Export	Domestic
Hard coking coal*	\$20,000,000	\$0
Soft coking coal/PCI*	\$0	\$0
Thermal coal*	\$900,000	\$300,000
Total		
Ocean freight	\$72,000	N/A
Net revenue billed		
Invoiced tonnes		
Hard coking coal*	121,000.000	0.000
Soft coking coal/PCI*	0.000	0.000
Thermal coal*	10,000.000	10,000.000

Click **Calculate** to display the:

- Value
- Royalty rate
- Royalty payable.

If your return is for more than one commodity, return to the **Selected Schedules** and complete all remaining schedules up to and including the **Calculate** stage.

Click **Next** to continue.

Lodgement Obligations
Payment Obligations
QTR Quarterly

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Confirmation

Selected Schedules

PETROLEUM
Gross Value
Deductions
Royalty

Petroleum - Royalty

Transaction	Value (\$)
Negative wellhead value	
Wellhead value	
Royalty rate	
Total royalty payable	

PREVIOUS
CALCULATE

Back
Save
Exit
Next

Step 5—Liabilities stage

The amount of royalty payable is calculated with interest and penalties (if applicable). At this stage, you can view a summary of your transaction by clicking the **Summary** button (you will need to save the form first).

- Select **Save** to save your return (the transaction number will be displayed).
- Click **Summary** if you wish to view a draft copy of the return details.
- Select **Exit** to return to the Lodgement Obligations screen.
- Click **Next** to continue.

Summary of Royalty Payable

Commodities	
Petroleum	\$228,890.00
Royalty Amount	\$228,890.00
Less Royalties Previously Paid	\$0.00
Royalty Payable to the state	\$228,890.00

Interest and Penalties

Totals

Payment / Refund	\$0.00
Total Payable	\$228,890.00

Quarterly Annual Returns - Internet Explorer provided by Queensland Treasury

Summary

Client number: 1167193
 Transaction number: 600000021607
 Client name: ABC Company Pty Ltd
 Your ref (optional):
 Operation: ABC PETROLEUM OPERATION
 ABN: 25767946002
 ACN: 767946002
 Period: 01 October 2012 - 31 December 2012
 Last saved date: 20 August 2015
 Due Date: 31 January 2013

Return Details

Lodgement advice

Surrender or transfer

☐ Is this the last return for this operation? Date of state approval

Lodgement advice

☐ No petroleum was produced, disposed of or stored in natural underground reservoir during the period in relation to the tenure/s listed in the following section

Tenure details

Tenure ID	Start date	End date	Producing	Excluded

Is this return for 100.00% of the operation? *

☒ Yes ☐ No

Click **Print** to print out the summary. Click the red **X** button to close the window.

Step 6—Declaration stage

At this stage you need to advise if your Contact Person details have changed, and complete your personal details. The fields marked with an asterisk (*) are mandatory.

- For **mineral** returns, you must note if any person other than the holders have mined minerals within this operation during the return period. If **Yes**, the screen will prompt for further details.
- Complete the **Declaration** section, including your **Name**, **Title** and **Position**.
- You must declare that the information provided is **true and correct**, and that you are authorised to complete and lodge the electronic form.
- Select **Save** to save all data entered.
- Select **Submit** to lodge your quarterly return.

Declaration

Contact Person

Have your contact details changed since your last return?

☐ Yes ☒ No

Details from last return:

First Name	Jane	Last Name	Smith	Title	Ms.
Telephone	3352 8888	Facsimile		Position	Accountant
Email	janesmith@abcminingco.com				

Declaration

Name* **Title**

Position **Date** 14 January 2013

☒ I declare that the information given in this form is true and correct. I am authorised to make this declaration on behalf of the holder/s where applicable and to lodge this form electronically *

Fields marked with * must be completed

Back **Save** **Exit** **Submit**

A **Submit Now?** pop-up screen will appear, confirming that you are ready to submit the form.

Click **Submit** to confirm.

Submit Now?

⚠ Are you sure you want to submit the form?

Once submitted there will be a delay of up to 4 hours until the transaction will be available on the Payment Obligations tab.

Submit **Cancel**

Step 7—Confirmation stage

The Confirmation page will display when your quarterly return has been lodged successfully with OSR. The page shows a summary of your quarterly return and the payment options available.

Select **Print** to print a copy of your confirmation.

Confirmation - Assessment Notice Queensland Government

Operation name: ABC PETROLEUM OPERATION
Client name: ABC Company Pty Ltd
Client number: 1167193
Transaction number: 600000021607
Period: 01 October 2012 - 31 December 2012
Lodgement date: 20 August 2015
Due date: 31 January 2013
Interest start date: 01 February 2013

Royalty amount: \$0.00
Less royalties previously paid/payable: \$0.00
Royalty payable: \$0.00
Late lodgement fee: \$176.25
Total payable: \$176.25

Please note the 'Total payable' is the liability as at the lodgement date. If payment is made after the due date then interest may be payable (in addition to any interest already included in the 'Total payable'). Details of the total liability as at a particular date can be viewed from the 'Payment Obligations' tab in OSRconnect.

The payment amount, plus any additional unpaid royalty interest which has accrued since the due date, must be paid by 27 August 2015. Recovery action may commence after this date.

Payments and Options

Telephone and Internet Banking - BPAY®

Bill Code: 737593
 Payment Reference: 600000021607

Contact your bank or financial institution to make this payment from your cheque, savings or transaction account. More info: www.bpay.com.au.
 @Registered to BPAY Pty Ltd
 ABN 69 079 137 518

Credit Card

Bill Code: 737593
 Payment Reference: 600000021607

To pay by telephone with your card, call 1300 803 545 or to pay online go to www.osr.qld.gov.au.
 Credit card payments must be more than \$10 and less than \$50,000.
 Only Visa or Mastercard accepted.

Electronic Funds Transfer

When paying by EFT you **must** use the payment reference below. The payment reference on each assessment is different. Without the correct payment reference, your payment may not be applied as intended. OSR's bank account details are listed below.

Bank account details
 Payment Reference: 600000021607
 A/c name: Office of State Revenue Collection account
 A/c no: 10000935
 BSB Code: 064-013
 Bank: Commonwealth Bank
 Branch: Queensland Government Banking Centre

Cheque

Make your cheque payable to:
 Commissioner of State Revenue
 Send the confirmation page with your cheque to:
 ROYALTY DIVISION
 OFFICE OF STATE REVENUE
 GPO BOX 5806
 BRISBANE QLD 4001

Print **Exit**

Click the **Exit** button at the bottom of the screen to close the confirmation and return to the Lodgement Obligations tab.

Select **Exit** at the **Close the form?** pop-up.

Close the form?

Are you sure that you wish to exit?

Exit **Cancel**

See 'Making a royalty payment' for instructions on paying your quarterly return (page 32).

Lodging an annual return

Annual returns must be lodged by:

- mining clients who do not lodge returns on a quarterly basis
- petroleum clients who hold petroleum for which royalty is or could be payable.

The annual return process is similar to the process for completing and submitting a quarterly return. Refer to the **Lodging a quarterly return** for full instructions.

Key differences between annual and quarterly returns (petroleum only)

The key differences between the annual return and the quarterly return are found in the **Return Details** and **Liabilities** sections.

Return Details

The annual return is a stand-alone return and therefore a negative wellhead value will not be carried over from a previous quarter. The **Negative wellhead value** for all annual returns will be \$0.00. If the annual return results in a negative wellhead value, this will be displayed under **Wellhead value**.

Transaction	Value (\$)
Total Expenses	\$1,969,400.00
Negative wellhead value	\$0.00
Wellhead value	\$4,806,600.00
Total royalty payable	\$480,660.00

Liabilities

- The royalty amount calculated for the annual reconciliation is displayed. The total of the quarterly liability amounts are subtracted from the royalty amount—regardless of whether they have been paid or not—to determine the royalty payable to the state (a credit amount is indicated by brackets).
- The annual return does not reconcile outstanding liabilities. If you have an outstanding liability from a previous quarterly return it must be paid or interest will continue to accrue.

Summary of Royalty Payable	
Commodities	
Petroleum	\$480,660.00
Royalty Amount	\$480,660.00
Less Royalties Previously Paid or Payable	\$496,090.00
Royalty Payable to State	(\$15,430.00)
Totals	
Payment / Credit	\$0.00
Total Payable	(\$15,430.00)

A **Payment/Credit** will display in the **Totals** section if:

- a payment has already been received for this annual return
- a quarterly return within the annual period is in credit.

The Payment/Credit amount is subtracted from the Royalty Payable to State to calculate the Total Payable (a credit amount is indicated by brackets).

Lodgement Obligations

Payment Obligations

Annual

Identification

Tenure Details

Return Details

Liabilities

Declaration

Summary of Royalty Payable

Summary

Commodities

Petroleum	\$480,660.00
Royalty Amount	\$480,660.00
Less Royalties Previously Paid or Payable	\$496,090.00
Royalty Payable to State	(\$15,430.00)

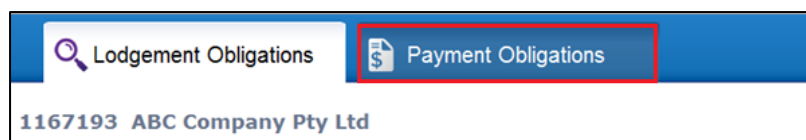
Totals

Payment / Credit	\$0.00
Total Payable	(\$15,430.00)

Viewing your payment obligations

Step 1—Select the Payment Obligations tab

From the Lodgement Obligations tab, click **Payment Obligations**.



Step 2—Review payment obligations

Locate the payment you wish to view from the **Period** and **Operation** columns.

Click the link in the **Transaction No.** (number) column to view the lodgement confirmation page for that transaction. The figure showing in the **Amount** column is the amount outstanding for that transaction number (updated daily).

 A screenshot of a web interface showing a table of payment obligations. The table has columns: Status, Submitted Date, Period, Operation, Amount, and Transaction No. The 'Period' column shows 'October 2012' and the 'Operation' column shows 'ABC MINING OPERATION'. The 'Amount' column shows '\$23,500,000.00' and the 'Transaction No.' column shows '600000003720'. Red rectangles highlight the 'Period', 'Operation', 'Amount', and 'Transaction No.' columns.

Status	Submitted Date	Period	Operation	Amount	Transaction No.
	20-11-2012	October 2012	ABC MINING OPERATION	\$23,500,000.00	600000003720

Note: There is a delay of up to 4 hours between lodging the instalment or return and the liability being displayed in the Payment Obligations tab.

Making a royalty payment

EFT payments

You must ensure that:

- the payment reference code (transaction number)—issued by *OSRconnect* when the return/instalment is lodged—is entered in the transaction **description** field (also known as the 'details' or 'reference' field). Note that a unique payment reference code is generated for each operation each period
- the payment is made to the following OSR bank account:
 - Bank: Commonwealth Bank of Australia
 - Account name: Office of State Revenue Collection Account
 - BSB: 064-013
 - Account number: 1000 0935

Cheque payments

When making a payment by cheque:

- make the cheque payable to 'Queensland Treasury'
- include a copy of the confirmation page with your cheque payment.

To ensure prompt processing of royalty payments, send a remittance advice via email to royalty@treasury.qld.gov.au or fax your advice to (07) 3035 3119.

Payment options

The payment options available are listed on the right side of your confirmation page. The payment methods are listed below.

Telephone and internet banking—BPAY®



Billers Code: 737593

BPAY Reference: 60000000*****

Contact your bank or financial institution to make this payment from your cheque, savings or transaction account. More info: www.bpay.com.au.

®Registered to BPAY Pty Ltd

ABN 69 079 137 518

Credit card



Telephone

To pay by telephone with your card, call 1300 803 545 and have your credit card details ready.

Online

Go to www.osr.qld.gov.au.

Billers code: 737593

Payment reference: 60000000*****

Maximum payment: \$50,000.

Electronic funds transfer



Reference code: 60000000*****

When paying by EFT you must use the reference code shown on your confirmation page. If you don't use the correct reference code, your payment may not be processed correctly. OSR's bank account details are:

Account name: Office of State Revenue Collection Account

Account number: 1000 0935

BSB code: 064-013

Bank: Commonwealth Bank

Branch: Queensland Government Banking Centre

Cheque



Make your cheque payable to 'Queensland Treasury' and post to:

Royalty Division

Office Of State Revenue

GPO BOX 5806

BRISBANE QLD 4001

Payment reference code

The 12-digit transaction number on the confirmation page is unique to each lodgement. It is also the payment reference code and **must** be used when making a payment.

A copy of the confirmation page, including transaction number, must accompany all cheque payments.

Privacy

The protection of your information is something we take very seriously. We understand that you may have concerns about your privacy and confidentiality while online. We are committed to ensuring your privacy at all times when using *OSRconnect*.

Your information is protected in accordance with the Queensland Treasury privacy policy available at www.treasury.qld.gov.au/privacy.php.

We will not use any information that you supply for any purpose other than for what it is intended. We will not disclose your information to any other person or entity unless required to do so by law.

Record keeping

As all royalty returns are subject to audit, proper accounting methods must be used and accurate records must be retained to support royalty returns lodged for all operations.

Help with *OSRconnect*

Website

In the first instance, refer to the [Royalty lodger essentials](#) page on the OSR website.

Royalty lodger essentials includes:

- general information, important dates, royalty rates
- toolkits
- legislation/ministerial determinations
- online forms.

Phone

Call 1300 300 734.

Email

Send email enquiries to royalty@treasury.qld.gov.au.

System requirements

To use *OSRconnect* you must:

- have access to the internet
- meet the minimum system requirements as shown below
- have a user ID and password.

See [Online lodgement essentials](#) on our website for more information on system requirements, helpful hints and troubleshooting, including instructions on enabling compatibility view settings and allowing pop-ups.

Operating system and browsers

Operating system	Browsers
Windows Vista	• Internet Explorer 7 or 8 • Google Chrome • Mozilla Firefox • Safari
Windows 7 or 8	• Internet Explorer 8 to 10 • Google Chrome • Mozilla Firefox • Safari
Apple Mac	• Safari

Recommended computer requirements

We recommend that your computer meets the following requirements for you to use *OSRconnect*.

Component	Requirements
Computer processor	2.4GHz or higher
Computer memory	4GB RAM
Operating system	Windows Vista, 7 or 8; Mac OS X
Browser	Internet Explorer 7 to 10, Google Chrome, Mozilla Firefox, Safari
Other	Pop-ups enabled

OSRconnect works with firewalls and uses a VeriSign SSL digital certificate to secure your communications with us via the standard SSL port. If you are a system administrator, you must configure your firewall to allow access to the **osr.qld.gov.au** domain.

Enable Javascript

OSRconnect needs Javascript to be enabled to operate correctly. Follow these steps to enable Javascript.

Browser	Instructions (You may need to close and re-open all browser windows to save changes.)
Internet Explorer (7, 8, 9 or 10)	1. Select Tools from the top menu. 2. Choose Internet Options. 3. Click on the Security tab. 4. Click on Custom Level. 5. Scroll down until you see the section labelled Scripting. 6. Under Active Scripting, select Enable and click OK.
Google Chrome	1. Click the spanner icon from the browser toolbar 2. Select Options 3. Choose Under the Bonnet then Content Settings 4. Select the button Allow all sites to run Javascript (recommended) and close the tab.
Mozilla Firefox	1. Select Tools from the top menu. 2. Choose Options. 3. Choose Content from the top navigation. 4. Select the checkbox next to Enable Javascript and click OK.
Safari (Mac and Windows)	1. Select Safari (Mac) or Edit (Windows) from the top menu. 2. Choose Preferences. 3. Choose Security. 4. Select the checkbox next to Enable Javascript.

Security settings

Your browser should be set to the standard default setting for the best *OSRconnect* experience.

Browser	Instructions (You may need to close and re-open all browser windows to save changes.)
Internet Explorer (7, 8, 9 or 10)	1. Select the Tools/Gear wheel icon from the top right of the toolbar. 2. Select Internet Options. 3. Select the Security tab. 4. Select the Internet icon (Globe) and click the Custom Level button. 5. Select Medium (IE7/IE8) or Medium-High (IE9) from the Reset custom settings box.
Google Chrome	1. Follow the procedure to Enable Javascript. 2. Follow the procedure to Enable cookies.
Mozilla Firefox	1. Select Tools from the top menu, and choose Options. 2. Click the Privacy panel, then check Accept cookies from sites 3. Check Accept third-party cookies and in the 'Keep until' box, select they expire. 4. Click the Advanced panel, and select the Encryption tab. Check Use SLL3.0 and Use TLS1.0.
Safari (Mac and Windows)	1. Select Safari (Mac) or Edit (Windows) from the top menu. 2. Choose Preferences. 3. Choose Security. 4. In the Accept cookies section, check Only from sites you navigate to.

Enable cookies

To enable cookies in your browser, complete these steps.

Browser	Instructions (You may need to close and re-open all browser windows to save changes.)
Internet Explorer (7, 8, 9 or 10)	1. Select the Tools/Gear wheel icon from the top-right of the toolbar. 2. Select Internet Options. 3. Select the Privacy tab. 4. Slide the setting to Medium. 5. Select OK.
Google Chrome	1. Click the spanner icon from the browser toolbar 2. Select Options 3. Choose Under the Bonnet then Content Settings 4. Click on the Allow local data to be set button then close the tab.
Mozilla Firefox	1. Select Tools from the top menu. 2. Choose Options. 3. Click the Privacy panel, then check Accept cookies from sites. 4. Check Accept third-party cookies; and in the 'Keep until' combo box, select they expire.
Safari (Mac and Windows)	1. Select Safari (Mac) or Edit (Windows) from the top menu. 2. Select Preferences. 3. Select Security. 4. Select Always from Accept Cookies.